

## ELECTRONIC TASK ORDER FORM INSTRUCTIONS

1. **Contract No:** The number of the MSFC contract under which the work is to be performed.
2. **Task Order No:** The number of the task order assigned by the contractor incorporating the organizational code of the requesting organization.
3. **Integrated Enterprise Management Program (IEMP) Work Breakdown Structure (WBS):** Funding code supplied by the MSFC Project Cost Resource.
4. **Date:** The MSFC Contracting Officer enters the date on which the task order is signed by the CO.
5. **Task Title:** Designates the MSFC Program/Project Office and the type of support.
6. **Task Description:** Statement of Work provided by the requesting MSFC Program/Project Office and negotiated with the contractor.
7. **Special Instructions:** Used to state the purpose of any revisions or any other special stipulations.
8. **Schedules and/or Milestones:** Lists any milestones that the contractor is required to complete and their due date.
9. **Collaborative Work Commitment (CWC):** This line is not currently used but the acronym is still active and planned for future use in the Marshall Resources Planning Tool.
10. **Contract PWS:** Designates the section of the contract Performance Work Statement that corresponds with the support provided to the MSFC Program/Project.
11. **Period of Performance:** The beginning and ending date of the task order.
12. **Performance Standards:** List any applicable performance requirements paragraph numbers from the contract.
13. **Travel:** Used to list any travel necessary to support the task order.
14. **Labor Hours By Category:** Lists the contract specified J6 Labor Category and number of hours covered by the task order and a total number of hours for all categories listed.
15. **Estimated Cost:** This is broken out into Equipment, Travel, Training, Subcontract, Labor and Potential Award Fee summed into the Estimated Task Order Cost then the PM & Contract Administration is added with the final line being Total Estimated Cost. The cost estimate is provided by the contractor based on the statement of work.
16. **MSFC Contracting Officer Signature/Date:** MSFC Contracting Officer uses PKI Entrust to electronically sign and date the task order.
17. **Contractor Program Manager Signature/Date:** Contractor Program Manager uses PKI Entrust to electronically sign and date the task order.



National Aeronautics and  
Space Administration  
George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

# Task Order

## TASK INFORMATION

1. Contract No.:	2. Task Order No.:	3. IEMP WBS:	4. Date:
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5. Task Title:

6. Task Description:

7. Special Instructions:		
8. Schedule and/or Milestones:		
9. CWC:	10. Contract PWS:	11. Period of Performance:
12. Performance Standards:		
13. Travel:		
14. Labor Hours by Category:		
Category	Hours	
<b>Total Labor Hours:</b>		

15. Estimated Cost:	
Category	Cost
Equipment	
Travel	
Training	
Subcontractor	
Labor	
Potential Award Fee	
<b>Estimated Task Order Cost</b>	
PM & Contract Admin. (Included under separate TO)	
<b>Total Estimated Cost</b>	
<b>APPROVAL/CONCURENCE</b>	
16. MSFC Contracting Officer Signature/Date:	17. Contractor Program Manager Signature/Date: